

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Admin Asst II GR: G FLSA: NE DATE: 06/01/07

DEPARTMENT: Municipal Court DIVISION: N/A

REPORTS TO: City Prosecutor APPROVED: _____ JOB CODE: 1056

GENERAL DESCRIPTION:

Under general supervision, performs a wide variety of responsible legal clerical work in processing of cases and other court functions; performs administrative and secretarial duties; work varies, individual judgement is required within generally prescribed standards and procedures.

TYPICAL DUTIES:

Composes and types correspondence; transcribes from a recording; keeps and maintains prosecutor's files; prepares reports as required; greets, assists and screens office walk-in clients and phone calls; furnishes information requested; schedules appointments; uses computer to complete reports; prepares subpoenas, complaints, trial sheets, notices to appear, personal service, and other legal documents; prepares, creates and activates various types of criminal warrants; completes and returns disposition sheets for each case and warrant issued; handles office mail; assists in preparation for meetings and hearings; meets with victims and witnesses; processes confidential information regarding personnel and court activities; performs all duties required of a Victim's Rights Coordinator; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school including courses in typing, bookkeeping, computer and other clerical functions, and two years of progressively responsible clerical work with strong computer experience desirable. Prefer work experience in a court or legal setting.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)

Type accurately at or above 40 words per minute. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Maintain and improve knowledge of office procedures, machine operations, city operations and policies. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: No exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend computer software principles.

Ability to understand and apply mathematical concepts accurately.

Ability to schedule appointments.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Copy machine, adding machine, calculator, computer, telephone, fax and typewriter.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.